



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 3613

POSITION TITLE: LOCAL AREA NETWORK ADMINISTRATOR **JG: 21**

LOCATION: 3rd JUDICIAL DISTRICT
ADMINISTRATIVE OFFICE

BASE SALARY: \$ 61,863

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Certification in Network Administration within eighteen (18) months of appointment; **and** One year of service in the Assistant Local Area Network Administrator title; **or** Bachelor's degree in computer science or a related field from an accredited college or university **and** one (1) year of local area network operations experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Local Area Network Administrators are assigned to administrative offices throughout the Unified Court System, where, under supervision of administrative office personnel and local area network administrators, they are responsible for monitoring PC networks to ensure availability to all users. Local Area Network Administrators configure networks, install operating systems, applications software, and hardware in accordance with Department of Information Technology standards, policies, and procedures. They resolve problems with the implementation, operation, and maintenance of communication media, computer equipment, and network design, and perform other related duties.

ASSIGNMENT:

Duties and responsibilities include: installing and maintaining networks, resolving and monitoring cabling equipment, reviewing and explaining procedures to network users, coordinating the delivery and installation of hardware and software, and installing and conforming local area network architecture in accordance the current standards.

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/UCS5.pdf) and a resume to:

BARBARA DIAMOND - HUMAN RESOURCES
THIRD JUDICIAL DISTRICT OFFICE
2500 POND VIEW, SUITE 210
CASTLETON-ON-HUDSON, NY 12033

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: October 4, 2016

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: October 26, 2016

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.
